



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano
Governor

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Acting Director

July 23, 2003

WORKFORCE INFORMATION MEMO #06-03

SUBJECT: Data Clean-up - Transition to Virtual One-Stop System (VOS)

BACKGROUND: Since completing the contract signatory process with Geographic Solutions approximately six weeks ago, we have steadily progressed toward full implementation of the Virtual One-Stop (VOS) system in our state, targeted for January 2004.

One of the most important processes associated with VOS implementation has been the ongoing Joint Application Design (JAD) sessions spearheaded by Mr. Tom Orlor, the state's VOS Project Manager. The intent of these sessions is to ensure that the business rules, specifications, and screen presentation of VOS is tailored to WIA program operations in Arizona. Each session has included many local area representatives from around the state, whose expertise in the programmatic and MIS aspects of WIA provided valuable insight into system capabilities that must be provided to adequately track participant activities.

During the most recent JAD session held July 1-3, 2003, attendees voted to set a deadline for completion of all current "data clean-up" activities associated with the state's current participant tracking system (PTS Version 7.2). **The deadline established is Friday, August 29, 2003.** This deadline is an ambitious one. However, the consensus was that statewide implementation of the VOS system cannot take place without data integrity. Data integrity is also critically important to staff training on the VOS system, the success of which depends on a system unencumbered by data errors and omissions. To assist in this effort, WDA will be forwarding weekly reminders concerning data clean-up to all program directors until the August deadline is reached.

ACTION REQUIRED: Local area program directors are strongly urged to distribute this information to all staff involved in WIA program operations.

Please contact Mr. Tom Orlor, VOS Project Manager at (602) 542-0568 if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "DRE", written over a horizontal line.

David R. Ellis
Program Administrator (Interim)
Workforce Development Administration

DRE:PG:gg